



**TO:** Interested Parties

**FROM:** Judy Fani, Senior Planner  
Department of Planning & Community Development

**DATE:** March 22, 2016

**SUBJECT: 2016-17 Comprehensive Plan and Zoning Code Amendments:  
Call for proposals and opportunities for participation**

The City is accepting proposals for Comprehensive Plan and associated Zoning Code amendments from now until April 18, 2016. This letter describes the application process, including opportunities for community participation.

### **What is happening?**

Under state law Redmond may update its Comprehensive Plan once per year. As the first step in this process, the City invites people to identify proposed changes to the Comprehensive Plan that should be considered. After the changes are identified, the Redmond Planning Commission and then the City Council will review and confirm the list of amendments to be considered over the course of the year. The purpose of establishing this list is to coordinate proposed changes and to help the community track progress.

### **Who May Request an Amendment?**

Any individual, organization, business, or other group may propose a Comprehensive Plan and associated Zoning Code amendment. RZC 21.76.070 AF.4, Special application requirements, may apply to requests for Zoning Map amendments; for these, the signatures of owners representing at least 75% of the subject area and signatures representing at least 75% of the owners of property in the subject area for the proposed amendment must be included with the application.

### **What is the Comprehensive Plan?**

Redmond's Comprehensive Plan describes the community's future vision and policy direction, and guides decisions such as how property may be developed and where to direct investments in infrastructure. Zoning code regulations are based on Comprehensive Plan policy, and some zoning designations cannot be changed without first amending the Comprehensive Plan's land use map.

The 2015-16 amendment package included a variety of privately-initiated proposals as well as City-initiated amendments, such as updating the Comprehensive Plan and Zoning Code for Overlake Village. Several of the new proposals submitted for 2015-16 have not yet been reviewed due to lack of staff availability and are expected to be carried over to the 2016-17 amendment package period. Interested parties can track amendments via the web page below.

### **What is an Appropriate Proposal?**

The Comprehensive Plan includes a land use map, and topical sections, such as Housing, Economic Vitality, Transportation, and Capital Facilities. It also includes sections with policies specific to Redmond's ten neighborhoods. Amendment requests may involve either the text or map portions of the Comprehensive Plan.

## How to Apply and Deadline for Submittal

Start with [this form](#). It is a required item within the application package, and provides links to other needed forms and instructions on how to submit items electronically.

Consultation with Long Range Planning staff is required prior to submitting an application. Contact Judy Fani to coordinate [jfani@redmond.gov](mailto:jfani@redmond.gov) or 425-556-2406. The purpose of staff consult is to:

- Review the proposal;
- Answer questions;
- Preliminarily identify consistency issues; and
- Ensure application completeness.

The application process for 2016-17 Comprehensive Plan Amendments includes two deadlines as described below:

### Round 1: April 20, 2016

Applications must be submitted by email to [jfani@redmond.gov](mailto:jfani@redmond.gov) by 5PM on **April 20, 2016** to be considered in the 2016-17 Comprehensive Plan Amendment docket. There is no fee to apply for a Comprehensive Plan amendment or associated Zoning Code changes.

### Round 2: May 16, 2016

If applications submitted during Round 1 are incomplete, City staff will notify applicants regarding portions that need attention. Applicants must provide complete applications by **May 16, 2016** to be considered for inclusion in the 2016-17 docket.

## What is the General Process for Plan Amendment Requests?

Milestone	Tentative Timing
<b>Establish the Scope of the 2016-17 Amendment Package</b> <ul style="list-style-type: none"><li>• City invites proposed amendments to the Comprehensive Plan and associated Zoning Code provisions</li><li>• Staff identifies applications for proposed amendments that are complete and are recommended for review and action during 2016-17</li><li>• Initial City review of the cumulative effect of proposed amendments</li><li>• Planning Commission reviews proposed amendment package, holds a public hearing and prepares a recommendation on the scope of the proposed amendment package</li><li>• City Council review and decision on the scope of 2016-17 amendment package</li></ul>	March thru September 2016
<b>Review and Decision on Individual Requests for Amendments</b> <ul style="list-style-type: none"><li>• City staff review and recommendation to Planning Commission</li><li>• Planning Commission review and recommendation to City Council</li><li>• City Council review and decision on individual requests</li></ul>	Timing specific to individual amendments

## How Can I Stay Informed and Provide Comments?

**Web:** All proposed amendments will be available on the City's web site at [www.redmond.gov/docket](http://www.redmond.gov/docket) prior to the Planning Commission's first study session on individual proposals.

**Planning Commission:** The Planning Commission seeks public comment throughout the amendment process. All Planning Commission meetings are open to the public and are cablecast live on RCTV channel 21 and streamed live and archived for "on demand" viewing at [www.redmond.gov/rctv](http://www.redmond.gov/rctv)

Planning Commission agendas and meeting materials are available at [www.redmond.gov/planningcommission](http://www.redmond.gov/planningcommission).

You can also call the Planning Department at 425-556-2421 for a copy of the agenda or to request the Commission's weekly agenda by email or mail.

Interested persons are welcome to attend any meeting. The Commission reserves up to 15 minutes at the beginning of each meeting for public comment. Comments can also be provided in writing:

- Email: [planningcommission@redmond.gov](mailto:planningcommission@redmond.gov)
- Mail: City of Redmond Planning Commission, Department of Planning and Community Development, MS 4SPL, PO Box 97010, Redmond, WA 98073-9710.
- Fax: 425-556-4242